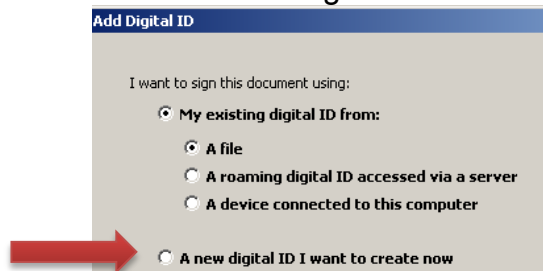


# Instructions to Email Applications to the State

1. You'll need to have the Adobe Reader X to open the PDF file. If you do not have one, please [click here](#) to download your copy for free.
2. Fill out the form completely.
3. Create a digital signature in Section 4 under the *Market Manager Agreement and Signature* by following the 4 steps on *How to Create a Digital Signature* below.
4. Save a copy of the completed application for your record.
5. Email the completed application to the State WIC FMNP office at [wicfmnp@cdph.ca.gov](mailto:wicfmnp@cdph.ca.gov).
6. You may also fax the completed document to 916-263-3314.

## *How To Create A Digital Signature*

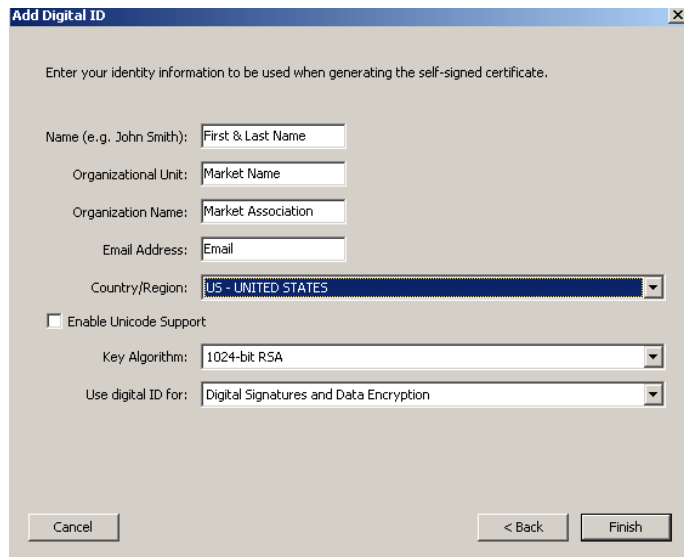
1. Click on a Signature Field & the box below will pop up
  - a. Select "A new digital ID I want to create now"



2. Choose the appropriate ID for you
  - a. NEW PKCS → A password protected signature, use this if your computer does not have a password already
  - b. Windows Certificate Store → Use if you already have a password on your computer



3. Fill out your information in the top four fields like the example below with the name of your market name under “Organizational Unit” and market association under “Organization Name”.

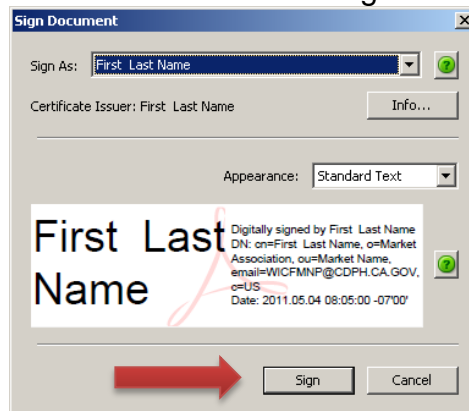


The "Add Digital ID" dialog box is shown with the following fields and values:

- Name (e.g. John Smith): First & Last Name
- Organizational Unit: Market Name
- Organization Name: Market Association
- Email Address: Email
- Country/Region: US - UNITED STATES
- ☐ Enable Unicode Support
- Key Algorithm: 1024-bit RSA
- Use digital ID for: Digital Signatures and Data Encryption

Buttons at the bottom: Cancel, < Back, Finish.

4. You will now be able to sign the document with the digital signature below.



The "Sign Document" dialog box is shown with the following fields and values:

- Sign As: First Last Name
- Certificate Issuer: First Last Name
- Appearance: Standard Text

A preview of the digital signature is shown, including the text "First Last Name" and the following details:

- Digitally signed by First Last Name
- DN: cn=First Last Name, o=Market Association, ou=Market Name, email=WICFMNP@CDPH.CA.GOV, c=US
- Date: 2011.05.04 08:05:00 -0700

Buttons at the bottom: Sign, Cancel. A red arrow points to the "Sign" button.